

Georgia Department of Transportation

Job Qualifications for Consultant Services **“Pre-Acquisition Services”**

Consultant Activity Acquisition Minimum Qualifications

Job Description

Under supervision of the Consultant Coordinator, the Consultant Program Manager or the Administrative ROW personnel the Consultant will perform the necessary Pre-Acquisition services on the assigned project. These services shall include , but will not be limited to, the following: attending PFPR's; holding Property Owners Meetings; meeting with GDOT Attorneys to request both Ownership Verifications and Preliminary Titles; interview Displacees; prepare the necessary property management forms, sign inventory, relocation and other reporting forms; prepare appraisal contracts; hold pre-bid meeting; award appraisal contracts; ride the project with both the reviewer and appraisers; monitor all pre-acquisition activities; and, ensure all appraisal work and title work are submitted within the time frame designated by GDOT based on the project let date. Consultant shall ensure that all services are completed in accordance with the Uniform Act, the Georgia ROW Manual and the Scope of Services for the Pre-Acquisition Contract.

Minimum Qualifications

Three years full time work experience in ROW Pre-Acquisition/Acquisition Activities with a Governmental Agency. A portion of this experience must have occurred within the past 5 calendar year period.

Knowledge of the Uniform Act and the Georgia ROW Manual

Ability to work well with an audience that may include an extremely wide segment of society

Ability to read ROW and construction plans

Qualifications Statements

1. Consultant must possess the knowledge and ability to perform ROW Pre-Acquisition services for both State and Federally funded projects. Must have knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended: (Title 49, Code of Federal Regulations, Part 24 and Title 23, Part 710) (Uniform Act). This knowledge and ability must be acquired through a minimum of **three** years of full-time work experience with a governmental agency performing pre-acquisition tasks which must include complex projects. A portion of this experience must have occurred within the past 5 calendar year period. Written references are required.
2. Consultant must have the ability to read, comprehend and complete the required and necessary forms/documents/reports/titles used in all ROW Pre-Acquisition activities related to the Uniform Act, the Georgia ROW Manual and the Scope of Services for the Pre-Acquisition Contract.
3. Consultant must have the ability to read, comprehend, present and explain any and all plans used in ROW services to an audience that may include an extremely wide segment of society that possesses an extremely varying knowledge of such information.
4. Consultant must demonstrate either verbally or in writing through a minimum of six (6) examples of previously completed work, the ability to perform complex ROW Pre-Acquisition Services for federally funded projects administered under the Uniform Act and the Georgia ROW Manual.
5. Consultant must have the ability to work well under pressure with any and all others that may be involved in any Pre-Acquisition matter while displaying at all times professionalism and determination to resolve and bring to closure any and all Pre-Acquisition Services.
6. Consultant must have the ability to maintain any educational requirements and ability to further expand knowledge through attendance of and successful completion of any educational

courses/classes/training that may be required or offered for further development for Pre-Acquisition abilities or further ROW activities.

7. Consultant must be able to read and check ROW project plans as specified in the Georgia ROW Manual, the Georgia ROW Plans Checklist and Georgia ROW Memos so as to request revisions to ROW plans as necessary.

8. Consultant must be able to attend the Preliminary Field Plan Review and must have the ability to address all ROW issues addressed or discussed at such meeting. Further, Consultant must be capable of addressing any corrections or revisions necessary for ROW project plans for the Department.

9. Consultant must be able to complete a detailed Project Cost Estimate for each project assigned within thirty (30) days after receipt of project plans using the correct ROW forms. Consultant must possess the appropriate knowledge to analyze all such cost data to complete such an estimate.

10. Consultant must be able to attend the project review with Project Reviewer and others as necessary.

11. Following the project review, Consultant must be able to prepare the Appraiser and Specialty Contracts as determined by the Project Reviewer.

12. Consultant must be capable of setting-up, staffing and conducting both Appraiser and Specialty Report Pre-Bid Meetings. Further, Consultant must be capable of setting-up, staffing and conducting a Bid Opening Meeting and making a written recommendation to the ROW Review Office to establish assignment of contracts.

13. Consultant must be capable of routing all appraisals and specialty reports as they are received to the Project Reviewer for review. Further, Consultant must be able to re-direct any returned reports for corrections and to ensure that all reports required are reviewed and to notify Consultant Coordinator as completed and reviewed reports are released for acquisition purposes.

14. Consultant shall ensure that appraisals and any other CONFIDENTIAL INFORMATION and material ARE NOT given to anyone outside the Department without PRIOR WRITTEN AUTHORIZATION and ensure that all files/documentation are available for review by DOT/FHWA at all times and that any and all information kept on file is the property of the Department and delivered to DOT on a continual, timely basis.

15. Consultant must be able to meet with the assigned Project Attorney to review and discuss project plans and to assign a due date for the receipt for both the Ownership Verification and the Preliminary Title Reports that are submitted from the Attorney.

16. Consultant must be able to meet with all identified project relocatees, both business and residential; to explain the relocation process and to complete all forms necessary in the relocation program.

17. Consultant must be able to set-up, staff and conduct a ROW Property Owners Information Meeting for the purpose of explaining the scope of the project and to answer in general all questions pertaining to ROW that may arise at such a meeting. The attendees at this meeting will include all persons identified as owners of the property affected by the project. Consultant is responsible to mail out notification letters to all affected Owners on the project to advise them of the Project Meeting. Consultant is also responsible to notify the Consultant Coordinator so that the Coordinator can attend the meeting.

18. Consultant must be capable of identifying all signs on project and to use the Department forms to catalog and maintain the updating for the disposition of all signs. As well, Consultant shall be responsible for the same tasks used for the disposition of all property management items. As well, Consultant shall be responsible for the same tasks used for the disposition of all Relocation concerns.

19. Consultant must be able to attend any and all meetings necessary in the Pre-Acquisition phase of a project to ensure that all Pre-Acquisition tasks are addressed and completed. These meetings may include, but are not limited to: DOT Project Status Meetings; meetings with reviewers, specialty report personnel, attorneys, property owners,

and attorneys for property owners, project designers and others that may have interest in pre-acquisition activities.

20. Consultant shall ensure that all services and tasks performed under the Pre-Acquisition phase of the project are completed in a timeframe that shall adhere to the identified let date for the project.